



## EMPLOYMENT APPLICATION

Interview Date: \_\_\_\_\_

A N A D V E N T U R E & E X P L O R A T I O N D E S T I N A T I O N F O R K I D S

Position Applying For: ☐ Directeur Sportif ☐ Assistant Director ☐ Head Coach ☐ Assistant Coach

Availability: ☐ Full-Time ☐ Part-Time ☐ Summer ☐ Year-Round

Location: ☐ Peninsula ☐ San Francisco ☐ East Bay

### PERSONAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Primary Phone \_\_\_\_\_ Second Phone \_\_\_\_\_ Email \_\_\_\_\_

### EDUCATION

Current Status: ☐ High School Student ☐ High School Grad. ☐ College Student ☐ College Grad. ☐ \_\_\_\_\_

High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

College: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Major: \_\_\_\_\_

Other Schooling: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Focus: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_ Proficiency: \_\_\_\_\_

### PROFESSIONAL EXPERIENCE

Employer \_\_\_\_\_ Address \_\_\_\_\_

Describe your work: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone \_\_\_\_\_ May we contact employer? \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Describe your work: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone \_\_\_\_\_ May we contact employer? \_\_\_\_\_

www.wheelkids.com

195 MAYHEW WAY, WALNUT CREEK, CA 94597

#### SAN FRANCISCO

(415) 654-3220

info-sf@wheelkids.com

#### PENINSULA

(415) 654-3194

info-pa@wheelkids.com

#### EAST BAY

(925) 440-7983

info-wc@wheelkids.com



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### ACTIVITY EXPERIENCE (use a separate sheet if needed)

Provide a detailed description of your experience working with children:

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Describe your bicycling abilities and skills (e.g., life-long cyclist, casual rider, mechanic, LCI certified, etc.):

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Describe your other activity-oriented abilities and skills (e.g., botany, art, storytelling, etc.):

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Describe your leadership experience and skills:

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### LEGAL INFORMATION

Are you at least 18 years of age? ☐ Y ☐ N If NO, do you have a work permit? ☐ Y ☐ N

If hired can you prove that you are eligible to work in the U.S.? ☐ Y ☐ N

Are you willing to submit to a background check by an agency or organization of Wheel Kids' choosing? ☐ Y ☐ N

Is there anything else we should know?

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### EMPLOYMENT GUIDELINES & REQUIREMENTS

All staff must be First Aid & CPR certified and able to provide proof of certification at the beginning of employment.

Are you First Aid & CPR certified?\* ☐ Y ☐ N If YES, provide expiration. First Aid: \_\_\_\_\_ CPR: \_\_\_\_\_

*\*CPR & First Aid Certification is not a requirement for hire. Wheel Kids will provide CPR and First Aid training for new hires.*

To make staff easily identifiable to riders and parents, wearing a staff t-shirt/sweatshirt will be required. It is Wheel Kids Bicycle Club, Inc. policy that inappropriate tattoos and piercings must be covered or removed during event hours at the discretion of the General Manager.

Are you willing to comply with this dress code and appearance policy? ☐ Y ☐ N

Smoking during event hours is prohibited. The use of drugs and/or alcohol during event hours or coming to work under the influence of drugs and/or alcohol will result in immediate termination.

Are you willing to comply with this smoking, drug and alcohol policy? ☐ Y ☐ N

### AGREEMENT

I hereby authorize Wheel Kids Bicycle Club, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), previous employers and organizations contacted by Wheel Kids Bicycle Club, Inc. to provide any relevant information regarding my current and/or previous employment, and I release all persons, schools, and employers of any and all claims for providing such information.

I agree that, if employed, I will conform my conduct to the rules and regulations of Wheel Kids Bicycle Club, Inc. I also agree that I shall not during, or at any time after the termination of my employment with Wheel Kids Bicycle Club, Inc., use for myself or for others, or disclose or divulge to others including

future employees or contractors, any trade secrets, confidential information, or any other proprietary data of Wheel Kids Bicycle Club, Inc.

I understand and agree that Wheel Kids Bicycle Club, Inc. requires all bicycles, including staff's, to have operable brakes at front and rear, and that fixed-gear bicycles are not allowed for work events. I agree to wear a helmet during all Wheel Kids Bicycle Club, Inc. bicycle riding activities.

I hereby declare that the above information is true and complete to the best of my knowledge. I further understand that should Wheel Kids Bicycle Club, Inc. employ me, any misrepresentation, false statements, or omission contained herein will be cause for termination.

I have read the above Agreement and agree to its terms. ☐ Y ☐ N

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DELIVERY

*Please send this form, preferably as a PDF via email, with letter of interest and resume to:*

San Francisco: [tyler@wheelkids.com](mailto:tyler@wheelkids.com)  
Walnut Creek: [joe@wheelkids.com](mailto:joe@wheelkids.com)  
Palo Alto: [tiffany@wheelkids.com](mailto:tiffany@wheelkids.com)

### FOR INTERNAL USE ONLY:

- ☐ Letter of Interest
- ☐ Resume
- ☐ Employment App.

- ☐ Hire
- Position: \_\_\_\_\_
- Pay Rate: \_\_\_\_\_

- ☐ Hold
- ☐ Decline